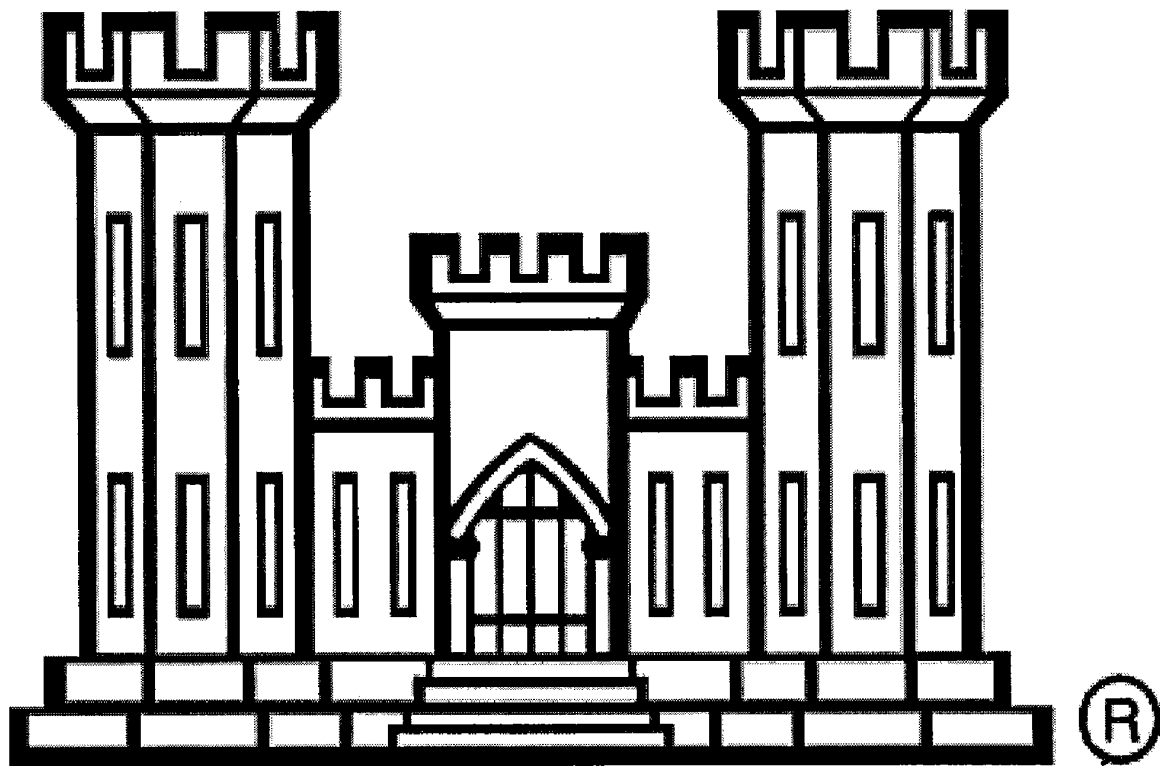


Headquarters USACE GAO Security Monitors Handbook



HECSA, Safety, Security, and Occupational Health Office
Dated: 07 September 2001

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8. Security Monitor List

1. General.

a. Emergencies - All emergencies within the GAO Building will be reported to the GAO Operations Office by dialing **311** on any phone within the building. This office will in turn dispatch security personnel, medical personnel, or contact local civilian emergency personnel as needed. All phones within the building should display the emergency number, which can be obtained from the HECSA Security Office.

b. Visitors.

(1) Individual GAO Visitors – All visitors to the GAO Building require advance planning by the individual/office being visited. To allow for unescorted access to the building a GAO Form 65 (Visitor Request) must be completed and processed through the Security Office 24 hours in advance of the visit. All visitors entering through the pedestrian doors will be required to process through the metal detectors prior to entering. Visitors requiring parking in the garage must be escorted. **Individuals that are Corps employees regardless of where they are stationed cannot receive visitor parking.** When no visitor request has been processed in advance, individuals expecting visitors will be required to sign for them at the pedestrian entrance and escort them.

(2) Group GAO Visitors – Individuals conducting meetings, etc; where they will have 10 or more visitors entering the building at basically the same time are asked to coordinate in advance with the HECSA Security Office. Groups of 10 or more visitors can be issued visitor badges that are maintained by the Security Office. Individuals responsible for the visitors will sign for the appropriate number of badges in advance and issue the badges to the individuals upon entry. These visitors will only verify their name against the visitor request, process through the metal detector, and receive a badge from the individual hosting the group. The individual hosting the group is responsible for issuing and retrieving the badges. Visitors should be instructed to report to one entrance (G Street) to avoid confusion for issuing badges.

(3) Foreign Visitors.

(a) Approval Process – All Foreign visitors must be cleared through proper Department of the Army channels prior to the visit taking place. The Headquarters Foreign Disclosure Officer (Evonne O'Quinn) requests all visit approvals for the Headquarters. She can be reached at 428-7603. She requires as much lead time as possible to coordinate the visit. Once the visit has been approved she will furnish the approval (via email) to the individual requestor and furnish a copy to the Security Office. The requestor will then process the visitor request form through the Security Office.

(b) Visit Requests – All foreign visitors must have a visitor's request processed through the Security Office prior to their arrival. Prior to the visit request being approved by the Security Office, the security office must receive written visit approval from the Foreign Disclosure Officer. All requests for foreign visitors that have not been approved by the Foreign Disclosure Officer will be denied.

(c) Escort Requirements – Foreign Visitor Escorts are reminded that they are responsible for maintaining contact with the visitors at all times and ensuring that they do not wander from the group into undesignated areas. Escorts are required to report any strange behavior or questions outside the scope of the visit to the Security Office. Escorts must ensure that no information outside the scope of the visit is discussed or distributed to the visitors.

c. Parking.

(1) Carpools – Carpool parking is available in the GAO Garage. Individuals requesting to establish a carpool must submit GAO Form 194 to the Security Office for processing. Guidelines for carpools are located in GAO Operations Manual Order #0681.1, dated March 26, 2001. Individuals wishing to join an established carpool should discuss their intentions with the GAO Parking Office, room 1155.

(2) Night/Weekend Parking – Individuals employed within the GAO Building can apply for a night/weekend parking permit. These permits are valid during non-working hours for the purpose of parking in the garage regardless of weather or not an individual has a permit for daytime parking. Individuals must complete GAO Form 547 and submit it to the Security Office for processing. Night/Weekend permits are valid for one year or until the end of the calendar year, whichever is shortest.

(3) Handicap:

(a) Permanent – Requested through the Security Office to GAO using GAO Form 194.

(b) Temporary – Requested through the Security Office to GAO using GAO Form 194.

(4) Red Zone – Requested through the Security Office to GAO using GAO Form 194 **only** after approval from the Chief of Staff.

(5) Driver only – Requested through the Security Office to GAO using GAO Form 194. These permits are based on several items of information and are subject to recall when space is required for carpools.

(6) Visitor Parking - Must be requested through the Security Office to GAO using GAO Form 65. **Visitor parking will not be requested for any Corps employee regardless of where they are from.**

d. Fitness Center – All employees are eligible to join the GAO Fitness Center located in the basement level of the GAO Building. Individuals must complete a fitness center application and a USACE subsidy form and return it to the Security Office prior to being placed on the waiting list. Once a slot is available, individuals will be notified to

pickup their application and deliver it to the fitness center with the **\$25.00 application fee**. Individuals utilizing the fitness center are reminded that they must use the facility a minimum of two days per week for 20 minutes each day.

e. Deliveries/Shipments – All deliveries and shipments to and from the GAO Building must be coordinated through the GAO 24 hours in advance utilizing the GAO Form 411. Individuals expecting deliveries must ensure that they are available to receive the items at the dock location indicated or be present to sign in the delivery person in the event of large items. Forms can be picked up and must be processed through the Security Office.

f. Forms mentioned in this brochure may be picked up from the Security Office on the backside of cube 3F16.

2. Employees.

a. New Hires – Office security monitors must ensure that new employees hired into the Headquarters are processed through the Security Office. Personnel transferring in from other Corps locations must also process through the Security Office for clearance validation and badge issuance. All personnel requiring an update for their security clearance will be issued the disks and instructions at the time of in-processing. Personnel will have a suspense of 14 days from the date of issuance to return the completed paperwork.

b. Re-Assignment – Upon employee re-assignment, office security monitors are required to inform the Security Office to ensure any required paperwork is completed. Personnel being reassigned to a new position within the Headquarters must provide a new 401 from CPAC to the Security Office to ensure the files are updated and to verify clearance information based on new position sensitivity.

c. Orientation – All new employees will receive a general orientation from the Security Office concerning Security Clearance, Badges, Fitness Center, Parking, Transit Subsidy, etc. Security monitors should ensure each new or transfer employee completes an ENG Form 3529 (Employee Orientation Checklist) within the first week of arrival to the Headquarters. (See tab 1.)

d. Departure – All employees are required to out-process through the Security Office prior to departure regardless of status (reassignment, retirement, temporary duty, etc.). Personnel should out-process through this office on the **last day** of work just prior to processing through CPAC. All personnel must also ensure that they out-process through the GAO Parking Office in Room 1155. Personnel must bring any or all of the following items issued to them for out-processing:

(1) GAO Badge

(2) NCR / PNT badge (if one was issued)

(3) Civilian ID

(4) Fitness Center Badge

(5) Courier Card

(6) ENG Form 0-2146 (Civilian Personnel Clearance Certificate, dated Sep 2000)

e. Position Sensitivity – Security Monitors are required to keep the Security Office informed on any changes to employee position sensitivity. Position sensitivity is tied directly to the employee's security clearance level and changes may require an additional investigation or a debriefing. Copies of the SF 52 should be submitted to the Security Office.

f. Travel – All employees traveling outside the United States are required to receive a travel briefing from the Security Office prior to travel. Briefings should be scheduled well in advance of travel; however, briefings will be given as close to the travel date as possible to ensure the most current information is provided. Official government travel must be reported to the Security Office, as monthly statistical reports are required by the Headquarters Security Office.

g. Name, Address, Telephone, and Promotion Changes – Employee information changes should be passed to the Security Office to ensure current information is on file. This precludes inaccurate information being provided to any investigating agency during investigations or reporting. Name changes must be reported to the Army Central Clearance facility. In addition, individual badge and Civilian ID must be updated. Tab 2 (Security Office Employee Information Update Sheet) will be used for this purpose.

3. Badges.

a. GAO – All government employees and full-time contractor personnel working within the GAO Building are required to wear an ID badge at all times while in the building. This badge is required to be worn in plain sight above the individual's waist. Personnel noticing anyone not displaying a badge should question the individual. All visitors to include contractors will display the appropriate badge received from the entry point upon completion of in-processing. Personnel and permanent contractors with the Headquarters that forget their badge will receive a "T" badge from the entry point after verification of employment with the Corps has been completed. Personnel losing their badge are required to notify the Security Office **immediately**.

b. Pentagon – Pentagon badges will only be issued to individuals requiring access to the Pentagon on a regular basis (**more than three days per week**). Individuals found not using their badge as required above will have it disabled and confiscated upon entry to the Pentagon. All badges must be worn visible at all times and above the individual's

waist. Pentagon badges only authorize an individual access to the Pentagon. These badges cannot be used for entry at any other DoD facility in the area. Individuals requiring a Pentagon badge must complete DD Form 2249 and bring it to the Security Office for verification and signature prior to going to the Pentagon for badge issue.

c. National Capitol Region (NCR) – NCR badges are issued to individuals requiring access to various DoD facilities in the NCR on a routine basis (**three or more days per week**). Individuals requiring an NCR badge must complete DD Form 2249 and have their supervisor provide justification as to the need, add their signature block, and sign in block 6. Completed applications will be brought to the Security Office for verification and signature prior to the individual going to the Pentagon for badge issue. Individuals will be required to read and sign a Pentagon security briefing at the Security Office prior to application approval. Individuals found not utilizing their NCR badge as required above will have them disabled and confiscated upon entry to a DoD facility. All badges are required to be worn visible and above the waist while in any NCR DoD facilities.

d. Pentagon Access List – Individuals requiring periodic access to the Pentagon can request to be placed on the Pentagon access list. Individuals must notify the Security Office and provide the information listed below prior to the request being processed. Individuals are reminded that a visitor's request is only valid for up to one year and it is the employee's responsibility to inform the Security Office for renewal. All Pentagon access requests take the Security Office one day to process however; the Pentagon requires three days to update its system.

Information required:

- (1) Full Name
- (2) Date of birth
- (3) Place of birth
- (4) Pentagon point of contact name and phone number

4. Briefings.

a. Travel – Employees going on official travel outside the United States are required to receive travel briefings prior to departure. Arrangements can be made for the briefing by contacting the Security Office. See 2f above.

b. Subversion and Espionage Directed Against the Army (SAEDA) – All government employees are required to receive an annual SAEDA briefing. Annual briefings will be scheduled normally in the spring and fall of each year. Supervisors must ensure that all employees attend a minimum of one session per calendar year IAW AR 381-12. Personnel reporting incidents should contact the Security Office immediately for assistance.

c. Anti-Terrorism/Force Protection (AT/FP) – All government employees traveling to high threat areas are required to receive an AT/FP briefing from the Security Office. Personnel must coordinate travel to high threat areas as far in advance as possible to ensure all requirements are met prior to departure; however, the briefing will not be presented until just before departure to ensure current information is provided.

d. NATO – Personnel requiring access to NATO material are required to receive a briefing from the Security Office and sign a briefing statement. Personnel must notify the Security Office of any change in access requirements for NATO material. Personnel must have the proper clearance prior to being briefed for a particular level of NATO access.

5. Classified Information.

a. Storage – All classified material must be stored in an approved GSA container when not in use. Personnel must ensure the appropriate level of protection is provided for all classified material. Classified material must be accounted for at all times and access will only be provided to those individuals with the proper level clearance and a valid “need to know.” Personnel should verify the individual’s security clearance with the Security Office or the section security monitor prior to the release of any classified material. Individuals identifying classified material not secured in a security container or in the possession of a non-cleared individual should take possession of the material and notify the Security Office immediately.

b. Marking – All classified material must be marked with the classification IAW section 1, AR 380-5. Classified material will be marked with the highest classification of the material on the **front and back, top and bottom** of the document. Individual pages and paragraphs within the document will be marked with the highest classification of the material they contain. All classified documents will be marked on the face of the document with the date of the document, Command that originated it, and the office or agency that originated it. Originally classified documents will also contain downgrade instructions, which include a “Classified By” line and a “Declassify On” line located on the face of the document. Questions concerning classified marking can be directed to the Security Office.

c. Handling – Individuals handling classified information are required to ensure the document is protected from unauthorized view. Documents outside security containers are required to have the appropriate cover sheet placed on them upon removal from the container. These cover sheets are SF 703 (Top Secret), SF 704 (Secret), and SF 705 (Confidential). Classified documents outside of containers must be in the physical possession of an appropriately cleared individual at all times. At no time are Contractors or Foreign Nationals authorized access to classified information.

d. Mail – Classified material being transmitted outside the GAO Building will be properly wrapped in two opaque envelopes and the openings secured with reinforced tape. The outer envelope will contain both the complete address of the intended official

government activity and the complete address of the sender. The inner envelope will show the complete address of the sender and the recipient and will also show the highest classification of the material it contains. Secret and Confidential material will **only** be sent via US Government registered mail within the 50 states and APO/FPO addresses. Properly packaged classified mail should be hand-carried to the Headquarters mailroom to be sent out.

e. Destruction – Classified material will be destroyed IAW Section 6, AR 380-5. Individuals have two means for the destruction of classified material within the Headquarters. First, individuals can place classified trash within a “burn bag” and store the bag in their security container until notified that the Security Office has a burn bag pickup scheduled. At this time, on the morning of the pickup the individual will bring the bag to the Security Office for turn in. The individual is required to ensure the outside of the bag is properly marked with the **name, office symbol, phone number, and classification of the material**. Second individuals can coordinate with the UOC for destruction of small amounts of classified material using the shredder located within the UOC.

f. Courier – Appropriately cleared personnel may be authorized to hand-carry classified material between locations when other means of transmission or transportation cannot be used. Hand carrying of classified material will be limited to situations of absolute necessity. Approval of the hand carry of classified material lies with the Security Manager for the Headquarters for all personnel employed within the Headquarters building. Personnel approved as a courier will receive a briefing on his/her responsibilities and be issued either a Courier Authorization Card (DD Form 2501) or for overseas travel a letter of authorization.

6. Security Containers.

a. Required Paperwork - All security containers must have part 1 of an SF 700 (Security Container Information) affixed to the inside of the locking drawer of the container and an SF 702 (Security Container Check Sheet) affixed to the outside of the container. Security containers must be checked daily and initialed at the end of each workday that the container is locked. Individuals opening or closing the container must indicate the date, time, and initial on the SF 702. Combinations to security containers will take on the highest classification of the material maintained in the container. Combinations will be enclosed in SF 701, part 2, stamped with the classification and brought to the Security Office for storage. Combinations to security containers **must** be changed at least annually or whenever someone that had access to the container has left or lost their access to classified information. Security containers must also have a reversible “**Open/Closed**” sign attached to the outside.

b. Security checks – Offices maintaining security containers are required to conduct “end-of-day checks” IAW AR 380-5. Personnel will check each container within their office to ensure it is closed and locked prior to departing for the day. Personnel will indicate that the container was checked by listing the date, time, and their initials on the

SF 702. Prior month's SF 702s will be maintained until the completion of the first day on the current form.

c. Combinations – Security container combinations must be changed when personnel with access to the container depart or lose their security clearance. At a minimum, combinations must be changed at least annually regardless. When combinations are changed a new SF 701, part 2 and 3, must be completed, properly marked, and brought to the Security Office for storage.

d. Turn in – Prior to containers being turned in to the supply system the combination must be changed to the factory combination (50-25-50). All drawers should be removed from the container to verify that no classified information remains. Once these items are completed the HECSA Logistics Management Office can be notified for pickup and the Security Office must be notified to remove the container from the master list.

7. Burn Bags.

a. Classified – Classified burn bags **must** be properly stored by the individual until the morning of the pickup. The Security Office does not have the capability to store classified material. Burn bag weight is limited to a maximum of 10 pounds per bag. Bags must be labeled with the individual name, phone number, office symbol, and classification prior to being accepted by the Security Office.

b. Unclassified – All unclassified burn bags may be brought to the Security Office for disposal. The restrictions on weight and labeling listed in 6a above apply. Personnel needing burn bags can pick them up from the Security Office during normal office hours.

8. Security Monitor List:

CECS	RICHARD APPLE	761-0727	3I03
CECPG	RICHARD APPLE	761-0727	3I03
CEMP	PHYLLIS MURPHY BETTY JACKSON	761-1503 761-8667	3Q91 3Q90
CECW	LAKEETA LUCAS	761-1703	3K85
CECI	CASAUNDRA MONTAGUE	761-7112	3C46
CERE	JOANNE O'DONNELL	761-8982	3X01
CERM	DOREEN MYERS	761-0079	3P04
CELO	JAN CHAPMAN	761-0665	3W37

CEHR	AMANDA SLOPPY	761-0559	3Z38
CERD	ISABEL SAYERS	761-1837	3Y19
CEPA	DEBRA DYSON	761-0011	3B11
CESO	GEORGIA ATKINS	761-0093	3B76
	FRANCIS TRENT	761-8600	3A77
CEHO	PAUL WALKER	761-5224	3P39
CEIG	CORNELIA INLOW	428-6572	HECSA
	JIM BOWYER (PHYSEC)	428-8612	HECSA
CEEO	DENNIS STEWART	761-0096	3B80
CECC	JANE SCHROTH	761-8701	3G37
CEIR	CHRIS WOODS	761-0061	3B68
CEPR	GAIL MORTON	761-0566	3A15
CESB	SANDRA HILTON	761-0732	3A65
CEHEC-SH	KAREN JONES	428-7935	HECSA

EMPLOYEE ORIENTATION CHECKLIST (ER 350-1-410)			Read Instructions on Reverse Side.
NAME OF EMPLOYEE		ASSIGNED TO	EOD DATE
POSITION TITLE AND GRADE		TYPE OF APPOINTMENT <input type="checkbox"/> CAREER CONDITIONAL <input type="checkbox"/> CAREER <input type="checkbox"/> OTHER (Specify)	
PHASE I - BASIC ORIENTATION (To be conducted by a representative of the Personnel Officer or the Supervisor.)			
	APPOINTMENT		LEAVE
	HOURS OF WORK (Punctuality-Holidays-Overtime)		EMPLOYEE SERVICES (Cafeteria, Emergency rooms, credit union, bulletin boards, bank, housing, recreational activity)
	PAY (Paydays, salary, deductions-Bonds, life insurance, income taxes, retirement, health insurance)		TRANSPORTATION (Public, car pool arrangements, parking)
SIGNATURE OF <input type="checkbox"/> PERSONNEL OFFICE REPRESENTATIVE OR <input type="checkbox"/> SUPERVISOR			DATE
PHASE II - ON-THE-JOB ORIENTATION (To be conducted by the immediate Supervisor.)			
	MISSION OF THE ORGANIZATION		SPECIAL RULES AND REGULATIONS (Punctuality, lunch and rest periods, use of telephones, correspondence, office travel, distribution of paychecks)
	EXPLANATION OF JOB SHEET AND DUTIES		CONDUCT (Explain standards expected of Government Employees, particularly those assigned to procurement and related functions. Also explain how standards of conduct outlined in AR 600-50 relate to employee's position.)
	CAREER AND/OR PERFORMANCE APPRAISAL		
	INTRODUCTION TO FELLOW WORKERS		LEAVE (Vacations-Emergency Absences)
	LINES OF AUTHORITY-SUPERVISORY CHANNELS		CARE AND PROTECTION OF GOVERNMENT PROPERTY
	INDOCTRINATION IN SECURITY RESPONSIBILITIES		EMERGENCY PLANS AND INSTRUCTIONS
	DATE COMPLETED INDOCTRINATION UNDER USACE SUPPLEMENT 1, AR 380-5 (Enter on Employee Record Card, SF 7-B)	DATE	UNION REPRESENTATION (If applicable)
SIGNATURE OF IMMEDIATE SUPERVISOR			DATE
PHASE III - GROUP ORIENTATION (To be conducted by Agency representatives or the Supervisor within 45 days.)			
	MISSIONS OF THE CORPS (Military and Civil Works)		SECURITY REGULATIONS
	ORGANIZATIONAL STRUCTURE OF THE CORPS		PROMOTION POLICY
	SUGGESTION AND AWARDS PROGRAM		RETIREMENT AND SOCIAL SECURITY SYSTEM
	PERFORMANCE AND CAREER APPRAISAL SYSTEM		HEALTH AND SAFETY PROGRAM
	TRAINING AND CAREER DEVELOPMENT		GRIEVANCES AND APPEALS
	POSITION & PAY MANAGEMENT PROGRAM		EQUAL OPPORTUNITY POLICY
	EMPLOYEE-MANAGEMENT RELATIONS		
SIGNATURE OF <input type="checkbox"/> PERSONNEL OFFICE REPRESENTATIVE OR <input type="checkbox"/> SUPERVISOR			DATE
REMARKS			
<div style="text-align: center;">TAB 1</div>			
SIGNATURE OF EMPLOYEE (To acknowledge that Phase I, II, and III orientations are understood.)			

INSTRUCTIONS

TO ALL SUPERVISORS

The Employee Orientation Checklist on the front of this form is designed for use during the process of introducing new employees to their specific jobs to the organization, and to the community. **Phase II** is the most important part of the orientation process. Careful advance planning for conducting this phase will result in benefits to the employees and the organization. If a good orientation is given, the employees will quickly get the feeling that they "belong" and that management has a sincere interest in them and their potential contribution.

Listed below are some suggestions on how you may prepare for this part of the orientation.

Get ready to receive the new employee

- Review his/her work experience, education, and training.
- Have an up-to-date job description or a list of duties and responsibilities available for discussion.
- Have the work place, tools, equipment and supplies ready.

Welcome the new employee

- Put him/her at ease.
- Indicate relationship to new employee.

Show genuine interest in the employee

- Discuss the employee's background and interests.
- Inquire about his/her housing situation.
- Inquire about the transportation to and from work.
- Inquire about any possible financial difficulties because of the pay lag, and suggest local sources of assistance.

Explain the work of the unit

- Function.
- Organization.
- Indicate the employee's position in the unit.
- Explain relation of work to that of other employees.

Tell the employee to whom he/she reports and who reports to him/her.

Show the layout and available facilities

- Explain layout of shop or office.
- Show elevators, wash room, water fountain and other facilities.

Introduce the employee to the chief of the unit and to his/her co-workers

- Indicate to each the new employee's duties.
- Explain duties of each person to whom introduced.
- Arrange for a co-worker to go to lunch with him/her the first day.

Explain rules and regulations

- Hours of work
- Punctuality and good attendance.
- Lunch period.
- Rest periods.
- Use of telephone.
- Leave.
- Other shop or office practices and procedures -- smoking, safety, wearing apparel, fire regulations.

Instruct the employee in the job or assign him/her to a qualified instructor

- Give step by step instruction.
- Explain quality and quantity work standards.
- Assign the employee his/her workplace.
- Indicate availability of instructor for future assistance.
- Provide learning aids -- samples of work, manuals, job instructions, procedures, lists of special or technical terms.
- Explain use and care of tools and equipment.
- Stress safe working habits.
- Stress security aspects of job.

Follow-up

- Check frequently on progress.
- Encourage questions.
- Make corrections and give encouragement.

Security Office Employee Information Update Sheet

Employee Name _____

Action Taken:

Name Change To: _____

Reason for Name change:

Marriage _____

Divorce _____

Legal document attached _____

Grade Change to: _____

SSN: _____

Position Sensitivity Change to: _____
(Copy of SF 52 Attached)

Current Phone Number: _____

Current Office Symbol: _____

Additional Notes:

Security Monitor